



SACHI A. HAMAI  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

*"To Enrich Lives Through Effective And Caring Service"*

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October 11, 2016

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

# ADOPTED

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

15 October 11, 2016

LORI GLASGOW  
EXECUTIVE OFFICER

### COUNTYWIDE CLASSIFICATION ACTIONS (ALL DISTRICTS - 3 VOTES)

#### SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by adding one (1) new classification, by adjusting the salary range for one (1) non-represented classification, by deleting two (2) non-represented classifications, by changing the title for one (1) non-represented classification, by further implementing the Emergency Medical Services (EMS) Agency, Administrative Services Division reorganization, and by reclassifying positions in various County departments.

#### **IT IS RECOMMENDED THAT THE BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add one (1) new classification in the Department of Treasurer and Tax Collector; to adjust the salary range for one (1) non-represented classification in the Department of Medical Examiner-Coroner; to delete two (2) non-represented classifications; to change the title for one (1) non-represented classification in the Office of the District Attorney; to reclassify nine (9) positions in the Department of Health Services as a result of EMS Agency, Administrative Services Division reorganization; and to reclassify 33 positions to implement results of classification studies in the departments of Animal Care and Control, District Attorney, Health Services, Internal Services, Mental Health, Public Health, Public Library, Public Works, and Treasurer and Tax Collector.

#### PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Board of Supervisors (Board) has requested submission of classification letters on a periodic

basis throughout the year to facilitate consideration of classification and compensation recommended actions in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A, B and C). This is a primary goal of the County's classification and compensation system. Positions reclassified upward, downward and laterally are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs, and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations, and can reduce the number of costly personnel-related problems.

#### New Classification

In conjunction with a reclassification in the Department of Treasurer and Tax Collector, we recommend establishing the Chief Public Finance Officer to oversee the work of the Public Finance, Investments, and Deferred Income Units (Attachment A). Further details regarding the responsibilities and duties are described in Attachment C.

#### Salary Adjustment

We are recommending a salary range adjustment for one (1) non-represented Management Appraisal and Performance Plan (MAPP) classification (Attachment A). Specifically, we are recommending an increase for the position of Chief, Forensic Laboratories, from Salary Range S11 to S13. The purpose of the recommendation is to support the recruitment and retention of this position in the Department of Medical Examiner-Coroner.

#### Deleted Classifications

Consistent with the County's strategy to reduce the number of obsolete classifications, we are recommending the deletion of two (2) vacant, non-represented classifications (Attachment A). The affected departments have been informed and have consented to the deletions.

#### Title Change

At the request of the Office of the District Attorney, we are recommending a title change for Senior Hearing Officer, District Attorney (Attachment A). The new title, Supervising Hearing Officer, District Attorney is being proposed to better illustrate the scope of work performed by the classification. The requested title change does not involve any change in duties or compensation for this classification.

#### Health Services – EMS Agency, Administrative Services Division Reorganization

We are recommending the reclassification of nine (9) positions within the Department of Health Services, Administrative Services Division, which is part of the Emergency Medical Services (EMS) Agency (Attachment B). On May 19, 2015, your Board initially approved the reclassification of various positions within the EMS Agency as a result of the Programs Division's reorganization. With

this letter and ordinance, we are continuing to report organizational changes by reclassifying existing budgeted positions within the Administrative Services Division, a division which has responsibility for providing administrative support and services to EMS personnel, including fiscal, personnel, and facilities management. As reported in 2015, these recommended reclassifications are part of a broader reorganization within the EMS Agency which will be reported to your Board in phases to provide appropriate position allocations and organizational structure.

### Reclassifications

There are 33 positions in nine (9) departments being recommended for reclassification (Attachment C). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified in the recommended classes.

### **Implementation of Strategic Plan Goals**

Your approval of the accompanying ordinance is consistent with the County Strategic Plan Goal 1 - Operational Effectiveness/Fiscal Sustainability as it establishes effective organizational structures and individual position allocations for County departments, which in turn, helps to maximize the effectiveness of processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services. Specifically, it will improve the quality of the workforce, achieve departmental operational efficiencies, and maintain consistency in personnel practices throughout the County.

### **FISCAL IMPACT/FINANCING**

The projected budgeted annual savings resulting from the reclassifications recommended is estimated to total \$14,485 (all funds). Net County cost is estimated to be \$19,389. Cost increases associated with the compensation change and upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made to the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

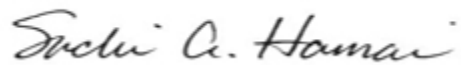
Your approval of these classification recommendations will enhance the operational effectiveness of the departments through the proper classification and compensation of positions.

The Honorable Board of Supervisors

10/11/2016

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Respectfully submitted,

A handwritten signature in cursive script, reading "Sachin A. Hamai".

SACHI A. HAMAI

Chief Executive Officer

SAH:SK:RM:SJM

IW:KP:mmg

Enclosures

c: Executive Office, Board of Supervisors  
County Counsel  
Auditor-Controller  
Department of Human Resources  
Chief Information Office  
Affected Departments

**ATTACHMENT A**

**CLASSIFICATION RECOMMENDED FOR  
ADDITION TO THE CLASSIFICATION PLAN**

<b>Proposed Savings/ Cafeteria Benefit Plan</b>	<b>Item No.</b>	<b>Title</b>	<b>Salary Schedule &amp; Level</b>	
Savings/ Megaflex	0535	Chief Public Finance Officer	N23	S13

**NON-REPRESENTED CLASSIFICATION  
RECOMMENDED FOR SALARY ADJUSTMENT**

<b>Item No.</b>	<b>Current Title</b>	<b>Current Salary Schedule &amp; Level</b>		<b>Recommended Salary Schedule &amp; Level</b>	
4358	Chief, Forensic Laboratories	N23	S11	N23	S13

**NON-REPRESENTED CLASSIFICATIONS  
RECOMMENDED FOR DELETION**

<b>Item No.</b>	<b>Title</b>
1121	Assistant Registrar-Recorder/County Clerk
0547	Special Assistant, Treasurer-Tax Collector

**NON-REPRESENTED CLASSIFICATION  
RECOMMENDED FOR TITLE CHANGE**

<b>Item No.</b>	<b>Current Title</b>	<b>New Title</b>
9224	Senior Hearing Officer, District Attorney	Supervising Hearing Officer, District Attorney

**ATTACHMENT B**

**EMS AGENCY  
ADMINISTRATIVE SERVICES DIVISION REORGANIZATION**

**HEALTH SERVICES – ADMINISTRATION**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Administrative Assistant II Item No. 0888N NM 86C Represented	1	Staff Assistant I Item No. 0907N NM 77J Represented
1	Administrative Assistant III Item No. 0889N NM 90C Represented	1	Staff Assistant I Item No. 0907N NM 77J Represented
1	Administrative Services Manager I Item No. 1002A NM 97G Non-Represented	1	Administrative Services Manager II Item No. 1003A NM 100G Non-Represented
2	Assistant Staff Analyst, Health Services Item No. 4595A NM 96H Non-Represented	1	Administrative Services Manager I Item No. 1002A NM 97G Non-Represented
		1	Health Care Financial Analyst Item No. 0672A NM 91J Non-Represented
1	Financial Specialist II Item No. 0748N N27M 88B Non-Represented	1	Accountant II Item No. 0647N NM 83H Represented
3	Staff Assistant I Item No. 0907A NM 77J Represented	1	Intermediate Clerk Item No. 1138A NMV 66D Represented
		2	Senior Clerk Item No. 1140A NMV 70J Represented

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**ANIMAL CARE AND CONTROL**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Executive Assistant, Animal Care and Control Item No. 0947A NM 102F Non-Represented	1	Executive Assistant, Animal Care and Control (UC) Item No. 0955A NM 102F Non-Represented

The subject position is being reclassified and removed from the classified service, solely to reflect a change in the classified/unclassified status. It is primarily responsible for providing specialized staff assistance to the Director of Animal Care and Control including serving as liaison with the Board of Supervisors. The overall scope of responsibilities assigned and organizational structure meets the conditions of Measure A, which stipulates that the positions of Chief Deputy and assistants or positions next in line of authority to Chief Deputies be placed in the unclassified service. Therefore, we are recommending lateral reclassification of change in status for placement to the unclassified position, Executive Assistant, Animal Care and Control (UC).

**ATTACHMENT C****DISTRICT ATTORNEY**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Supervising Administrative Assistant III Item No. 0898A NM 100H Non-Represented	1	Supervising Administrative Assistant II Item No. 0897A NM 98G Non-Represented

The subject position reports to a Head, Management Services and is assigned to the Records Management Section. The subject position supervises 21 staff and oversees the Section's activities which include transporting, warehousing, and archiving closed case files in the department's central warehouse facility; maintaining the District Attorney's Record Tracking System; preparing case files for scanning by outside vendor; and coordinating the salvage and disposal of fixtures and surplus property. Duties include developing and implementing policies and procedures for the Section and training staff; performing quality control to ensure case files are scanned into the system; reviewing invoices and recommending billing adjustments when necessary; and functioning as the department's subject matter expert on records management.

The scope of duties and responsibilities are more consistent with the allocation criteria for Supervising Administrative Assistant II, a class defined by planning and supervising the work of staff engaged in analyzing and making recommendations for the solution of problems of organization, budget, systems and procedures, facilities planning, program, general management and personnel assigned to the position. Therefore, we recommend downward reclassification to Supervising Administrative Assistant II.

ATTACHMENT C

**HEALTH SERVICES – RANCHO LOS AMIGOS REHABILITATION CENTER (RLARC)**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Painter Item No. 6973A Flat Monthly Rate Represented	1	Building Complex Manager II Item No. 6819A NM 89G Non-Represented

The subject position is assigned to the Facilities Division and is primarily responsible for ensuring RLARC remains in compliance with the Joint Commission and other regulatory agencies. Duties include coordinating work through all crafts and facilities supervisors and managers by directing completion of assignments related to preventative maintenance and regulatory compliance; scheduling and documenting regular testing and maintenance of equipment; evaluating work products; and providing advice to address any deficiencies.

The level of work assigned to this position is more consistent with the scope and allocation criteria for the Building Complex Manager II, a class that manages a service area and the provision of service to a facility in an assigned service area. Therefore, we recommend upward reclassification to Building Complex Manager II.

**INTERNAL SERVICES DEPARTMENT (ISD)**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
2	Information Systems Support Analyst II Item No. 2535A N2M 96K Non-Represented	2	Staff Assistant II Item No. 0913A NM 84J Represented
1	Intermediate Clerk Item No. 1138A NMV 66D Represented	1	Senior Clerk Item No. 1140A NMV 70J Represented
1	Section Manager, Information Technology, ISD Item No. 2578A NM 114A Non-Represented	1	Section Manager, Administration, ISD Item No. 1093A NM 108C Non-Represented
1	Senior Information Technology Aide Item No. 2585A NM 81K Represented	1	Senior Typist-Clerk Item No. 2216A NMV 71H Represented

The subject positions are located in the Operations Division, Computing Services Branch, Resource Management Section (RMS), which is comprised of three (3) units: Major Acquisitions, Financial Services, and Office Services.

The subject Information Systems Support Analyst II positions are primarily responsible for providing administrative support to the Computing Services Branch cost pool managers. Duties include generating monthly reports and year end projections for cost pool managers; analyzing and verifying vendor invoices using eCAPS; and identifying discrepancies with vendor invoices for correction. Other duties include providing analysis and support of computer systems which are not aligned with the scope of the Information Systems Support Analyst II classification. The scope of duties and responsibilities assigned to the positions is more consistent with Staff Assistant II, a class which assists the managers of line divisions or bureaus in a large County department by analyzing and making recommendations for the solution of a variety of problems related to budget, personnel, and operational and administrative procedures and researching and compiling data and developing various reports for managers. Therefore, we recommend downward reclassification of these two (2) positions to Staff Assistant II.

**INTERNAL SERVICES DEPARTMENT (ISD) (Continued)**

The subject Intermediate Clerk position is located at the Downey Center, where it is responsible for handling and processing incoming and outgoing mail. It is also responsible for customizing print jobs by operating industrial copiers; troubleshooting routine problems for specialized copiers and binding machines; creating training manuals and training employees on the proper use of the reprographics equipment. Given the higher-level of discretion and judgment necessary to lead the mailroom and perform some of the more technical and specialized clerical duties, the position meets the allocation standard for Senior Clerk, a class which performs highly-specialized clerical duties requiring specialized knowledge of a particular function. Therefore, we recommend upward reclassification to Senior Clerk.

The subject Section Manager, Information Technology, ISD position reports to an Administrative Manager XIII, ISD and is responsible for managing the operational and administrative functions of the RMS through subordinate supervisors. Duties include consulting with division managers regarding purchase orders for computer hardware and software and service contracts; analyzing and developing year-to-date and estimated actual reports for over 25 cost pools and providing recommendations to management; and assisting the Operations Division Manager with the annual budget planning functions. The supervisory duties and responsibilities meet the classification concept for Section Manager, Administration, ISD, a class which manages a section responsible for a variety of tasks in Finance, Human Resources, Planning and Administration; Purchasing and Central Services, and ISD-Wide Support. Therefore, we recommend downward reclassification to Section Manager, Administration, ISD.

The subject Senior Information Technology Aide position is primarily responsible for performing specialized clerical and typing duties in order to prepare procurement documentation for ordering software, hardware and other services on behalf of the Computing Services Branch's managers. Duties include logging, tracking and monitoring requests by entering data into the SharePoint Acquisition Tracking log; and ensuring proper procedures are applied to specialized and technical procurement requests by researching information and explaining detailed procurement policies to managers and professional staff. The scope of responsibilities and duties assigned to the position meets the class definition for Senior Typist-Clerk, a classification that performs skilled typing work and prepares highly specialized clerical documents that require specific knowledge of a particular function. Therefore, we recommend downward reclassification to Senior Typist-Clerk.

**MENTAL HEALTH**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Principal Network Systems Administrator Item No. 2561A NM 108A Non-Represented	1	Information Technology Security Specialist Item No. 2603A NM 108A Non-Represented

The subject position is located in the Information Security Division, Chief Information Office Bureau, where it is being recommended for reclassification in conjunction with reorganization and programmatic demands to comply with County, State, and Federal information security mandates which impact how public organizations manage and protect information. Duties include developing policies and procedures related to information security, sharing and usage; providing consultative services to management and departmental users; making recommendations for the solution of various information technology security issues; and responding to incidents involving electronic data and information technology asset breaches.

The duties and responsibilities assigned to the position meet the classification standards for Information Technology Security Specialist, a class which provides consultative, systems architecture, and project-management expertise in the development, implementation, and monitoring of a departmental IT security program including related policies and procedures. Therefore, we recommend lateral reclassification to Information Technology Security Specialist.

**PUBLIC HEALTH – PUBLIC HEALTH PROGRAMS**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Intermediate Typist-Clerk Item No. 2214A NMV 67C Represented	1	Laboratory Assistant Item No. 4976A NM 66C Represented

The subject position will transfer to the Public Health Laboratory (PHL), Central Accessioning Unit and will report to a Laboratory Support Supervisor. Specifically, it will function as assistant to PHL professional staff in the performance of a range of laboratory support services. The assigned duties and responsibilities of the position meet the scope of the Laboratory Assistant, a class which assists laboratory personnel in the performance of standard laboratory tests on human and other specimens. Therefore, we recommend downward reclassification to Laboratory Assistant.

**ATTACHMENT C**

**PUBLIC HEALTH – SUBSTANCE ABUSE PREVENTION AND CONTROL (SAPC)**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Contract Program Auditor Item No. 4614A NM 93C Non-Represented	1	Health Program Analyst II Item No. 4729A NM 99H Non-Represented
1	Contract Program Auditor Item No. 4614A NM 93C Non-Represented	1	Management Analyst Item No. 1848A NM 90H Non-Represented
5	Contract Program Auditor Item No. 4614N NM 93C Non-Represented	3	Health Program Analyst I Item No. 4727N NM 95H Non-Represented
		1	Health Program Analyst II Item No. 4729N NM 99H Non-Represented
		1	Health Program Analyst III Item No. 4731N NM 105G Non-Represented
1	Information Systems Supervisor II Item No. 2596A NM 108F Non-Represented	1	Information Technology Supervisor Item No. 2598A NM 109A Non-Represented

The seven (7) subject Contract Program Auditor positions are being recommended for reclassification in conjunction with a realignment of SAPC prevention services to comply with requirements of the Drug Medi-Cal Organized Delivery System Waiver initiated by the California Department of Health Services. The scope of analyst-level work performed by the subject positions is consistent with the classification standards for the classes listed in the table above. Therefore, we recommend downward reclassification for one (1) subject Contract Program Auditor position to Management Analyst and upward reclassifications of the remaining six (6) subject Contract Program Auditor positions to Health Program Analyst I, Health Program Analyst II and Health Program Analyst III as indicated above.

**PUBLIC HEALTH – SAPC (Continued)**

The subject Information Systems Supervisor II position reports to an Information Technology Manager I and is responsible for overseeing Information Technology (IT) professional staff in the SAPC Information Systems Applications Software Development Section. Specifically, the position supervises and leads IT staff responsible for the design, development, implementation, and maintenance of enterprise applications in line with departmental long-range plans. The scope of the responsibilities assigned to this position meets allocation criteria for Information Technology Supervisor, a class which supervises the work of information systems professionals and support personnel responsible for providing a variety of difficult and responsible IT services. Therefore, we recommend upward reclassification to Information Technology Supervisor.

**PUBLIC LIBRARY**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Information Systems Supervisor I Item No. 2595A NM 103J Non-Represented	1	Database Administrator Item No. 2620A NM 109A Non-Represented
2	Librarian II Item No. 8335A NM 90K Represented	2	Librarian III Item No. 8336A NM 92K Represented
1	Librarian III Item No. 8336A NM 92K Represented	1	Librarian IV Item No. 8337A NM 94K Represented

The subject Information Systems Supervisor I position is assigned to the Integrated Library System (ILS) Operations Section and serves as the primary administrator and manager for the ILS database, which manages loaning library materials to its 3 million Library customers. The duties include database research, planning, design, implementation, and maintenance of the ILS. The scope of duties and responsibilities assigned to the position meets the class definition of Database Administrator which performs a full range of activities required to support databases running on enterprise-level database management system (DBMS) software. Therefore, we recommend upward reclassification to Database Administrator.

## ATTACHMENT C

### PUBLIC LIBRARY (Continued)

The above referenced subject Librarian II and Librarian III positions are assigned to the Los Nietos, South Whittier, and Quartz Hill Libraries, respectively. According to the annual Library Grouping System (LGS) Report, the noted Libraries are expanding in size and will be providing additional services. The LGS Report includes statistical data and measures operational factors and trends over three consecutive fiscal years to recognize substantial changes related to statistical data based on circulation information/reference, gate count, square footage, and staffing for each Library facility. Based on statistics from the LGS Report, the assigned duties and responsibilities are consistent with the overall services and programs of the Public Library. Therefore, we are recommending upward reclassifications of the Librarian positions as listed above.

### PUBLIC WORKS

No of Pos.	Present Classification	No of Pos.	Classification Findings
<b>Administrative Services Division</b>			
1	Senior Photocopy Machine Operator Item No. 7068A NMV 67H Represented	1	Printer I Item No. 7575A NM 71L Represented

The subject Senior Photocopy Machine Operator position is assigned to the Administrative Services Division where it is responsible for operating a high-speed programmable computerized photocopier in the production of routine, standardized printing jobs. Duties include operating programmable computerized scanners; customizing scanned files prior to printing using computer software; completing print jobs for packaging using finishing equipment; and creating invoices for print job orders. The above duties and responsibilities are more consistent with the allocation criteria for Printer I, a class defined by operating a sheet fed offset press, offset duplicator, or a high speed programmable computerized photocopier in the production of routine, standardized printing jobs. Therefore, we recommend upward reclassification to Printer I.

**PUBLIC WORKS (Continued)**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
<b>Information Technology Systems and Applications Division</b>			
1	Information Systems Supervisor I Item No. 2595A NM 103J Non-Represented	1	Information Technology Technical Support Supervisor Item No. 2548A NM 99K Non-Represented
1	Information Systems Supervisor II Item No. 2596A NM 108F Non-Represented	1	Information Technology Manager I Item No. 2565A N23 S11 Non-Represented
1	Programming Supervisor I Item No. 2529A NM 101F Represented	1	Senior Application Developer Item No. 2525A NM 101F Represented
5	Systems Development Specialist, Public Works Item No. 2531A NM 112A Non-Represented	3	Information Technology Manager I Item No. 2565A N23 S11 Non-Represented
		1	Information Technology Manager II Item No. 2571A N23 S12 Non-Represented
		1	Information Technology Specialist I Item No. 2569A NM 114A Non-Represented

**PUBLIC WORKS (Continued)**

The subject Information Systems Supervisor I position serves as a first-level supervisor and oversees the department's Help Desk. The scope of responsibility of the position is consistent with the allocation criteria for Information Technology Technical Support Supervisor, a first-line supervisory class with a small staff of Information Technology Technical Support Analysts who provide desktop and technical support to departmental IT users. Therefore, we recommend downward reclassification to Information Technology Technical Support Supervisor.

The subject Information Systems Supervisor II position is assigned to the Information Technology Operations and Infrastructure Division and will oversee the work of subordinate information technology supervisors with staff providing a full range of technical information technology support services to departmental users. Based on the scope of responsibilities of the position, we recommend upward reclassification to Information Technology Manager I.

The subject Programming Supervisor I position is located in the Systems and Applications Unit and is primarily responsible for application development duties. Duties include performing a wide range of application developer duties such as testing and programming of complex programs. Therefore, we recommend lateral reclassification to Senior Application Developer.

The remaining five (5) subject Systems Development Specialist, Public Works positions function as project managers and are assigned to a specific "community of interest" as follows:

The first Systems Development Specialist, Public Works position is located in the Permit and Land Development Unit and supervises a staff of Application Developers responsible for tracking all building permits, underground storage tanks and customer information for the County's water districts. Therefore, we recommend downward reclassification to Information Technology Manager I.

The second Systems Development Specialist, Public Works position is located in the Asset Management Unit and supervises a staff of Application Developers responsible for providing support to various department-wide systems, such as Maximo, a management maintenance system for roads, traffic signals; and fleet work orders for repairs of department vehicles and construction equipment. Therefore, we recommend downward reclassification to Information Technology Manager I.

## ATTACHMENT C

### **PUBLIC WORKS (Continued)**

The third Systems Development Specialist, Public Works position is located in the Human Resources and Administration Unit and supervises a staff of Application Developers and Information System Analysts responsible for support of the department's Countywide financial and human resources systems. Duties include designing and maintaining personnel systems as well as the Intranet and Internet web servers. Therefore, we recommend downward reclassification to Information Technology Manager I.

The fourth Systems Development Specialist, Public Works position is located in the Web Services Unit and is responsible for designing and maintaining the eGovernment system, handling upgrades, transactions and encryptions to Internal Services Department servers and programs (infrastructure), and mobile applications. Duties include planning, designing, and implementing applications for Public Works' core service areas. Therefore, we recommend upward reclassification to Information Technology Manager II.

The fifth Systems Development Specialist, Public Works position is located in the Database, Financial and Administration Section, where it is responsible for all incoming IT projects and serves as a consultant of large and complex systems and applications. Therefore, we recommend upward reclassification to Information Technology Specialist I.

### **PUBLIC WORKS**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
<b>Public Relations Group</b>			
1	Photographer I Item No. 7076A N3M 78L Represented	1	Photographer II Item No. 7077A N2M 82K Represented

The subject Photographer I position is assigned to the Public Relations Group, Photography Unit, where it performs advanced journey-level work consisting of specialized photographic work. Duties include performing aerial photography; using professional photographic equipment and software; preparing photo images for publications and distribution; and meeting with graphic designers, editors, and writers to discuss layout of photographic content in publications. The duties and responsibilities assigned to the position meet the classification standards for Photographer II, a class which performs a wide variety of specialized photographic work and utilizes professional photographic equipment to complete specialized assignments. Therefore, we recommend upward reclassification to Photographer II.

**TREASURER AND TAX COLLECTOR**

<b>No of Pos.</b>	<b>Present Classification</b>	<b>No of Pos.</b>	<b>Classification Findings</b>
1	Operations Chief, Treasurer and Tax Collector Item No. 0532A N23 S12 Non-Represented	1	Chief Public Finance Officer (New Classification) Item No. 0535A N23 S13 Non-Represented

The subject position is responsible for planning, organizing, directing and evaluating the work of the Public Finance, Investment, and Deferred Income Units. Also, it is responsible for maintaining daily liquidity of over 25 billion dollars in the County's treasury pool to ensure that funds are available to meet budgetary and disbursement needs. Duties include borrowing via short-term notes to cover short-term gaps in revenue; securing the best overall interest rates for invested funds; keeping informed of market conditions, new legislation, and interest rates; and directing bond issuance of tax-supported debt related to school districts, former redevelopment agencies, County improvement district, and County special districts.

Based on the high degree of initiative required to make decisions regarding the investment and borrowing of the County's treasury pool, we recommend upward reclassification to the newly created classification of Chief Public Finance Officer to reflect the higher-level duties and compensation.